

URBAN/MUNICIPAL

CHURCH H04T74

91 C72

GUIDELINES FOR

COMMUNITY COUNCILS

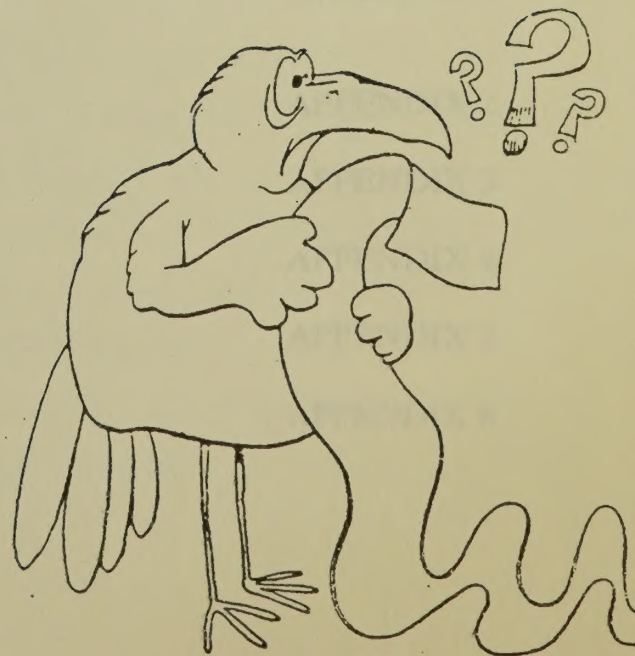


GUIDELINES

FOR

COMMUNITY

COUNCILS



date: 1991 rec'd published ?

CONTENTS

	<u>PAGE</u>
Guidelines	1-2
1. A New Community Council	3
2. The On-Going Community Council	4-5
Council Executive	6
President	7
Past President	8
Administrative Vice-President	9
Program Vice-President	10
Treasurer	11
Secretary	12
Committees	13
We've Got The Place	APPENDIX 1
The Community Council's Terms of Reference/Constitution	APPENDIX 2
Agenda	APPENDIX 3
Parliamentary Procedure in Action	APPENDIX 4
Funding and Fundraising	APPENDIX 5
Community Meeting - Community Conferences	APPENDIX 6

GUIDELINES

FOR A SUCCESSFUL COMMUNITY COUNCIL

This booklet is designed to aid in the development of Community Councils in Hamilton. It deals with both new and established organizations and has received input from Community Council workers.

If your Community is examining ideas, dealing with concerns, or wondering who to turn to for help, this should help.

WHY DO COMMUNITY COUNCILS EXIST?

Although no Community Council is the same as the next, all do have one single element which is common. This is, the providing of some form of Recreation for that Community. It may mean Baseball to some, Social Activities for other, but, to all, enhancing Community Life appears as the prime reason for existence.

Secondary reasons are usually present, related to other physical concerns and Community services; and the Council Forum can be effective in airing these issues.

Usually the key component of any Community group is the interaction of its members. This will determine how well it works and how satisfying the job will feel. Developing co-operation and communication between residents, interest factions and business groups is one role that cannot be overlooked in principle and purpose.

HOW CAN A COMMUNITY COUNCIL BE MORE EFFECTIVE?

The first question a Council should ask itself is, "How clear has it made its reasons for existing". If it is clear to its Officers and its Members, then, support for its purpose will also be either clearly present or absent.

With a mandate to operate, the next key is "Effective Organization". This takes time and effort, but how many times do we wish we had put better planning into a project? This is multiplied substantially when we deal in large numbers of people, and often to the point of embarrassment. Yet when we volunteer to do something on behalf of others, often, the joy is lost and the effort soured because a pre-event meeting or run-through was omitted.

HOW CAN A COMMUNITY COUNCIL BE MORE EFFECTIVE?

One person carrying too much of the load, too few knowing what is supposed to happen, no one willing to share their ideas, these are but a few of the symptoms we must remedy.

FOR A SUCCESSFUL COMMUNITY

The chapter is designed to aid in the development of a community. It is designed to help you understand the importance of a community and how to build one. It is designed to help you understand the importance of a community and how to build one.

The chapter is designed to aid in the development of a community. It is designed to help you understand the importance of a community and how to build one. It is designed to help you understand the importance of a community and how to build one.

THE IMPORTANCE OF A COMMUNITY

Although the importance of a community is often taken for granted, it is one of the most important factors in the success of a community. It is the foundation upon which all other factors are built. It is the foundation upon which all other factors are built.

It is the foundation upon which all other factors are built. It is the foundation upon which all other factors are built. It is the foundation upon which all other factors are built.

It is the foundation upon which all other factors are built. It is the foundation upon which all other factors are built. It is the foundation upon which all other factors are built.

HOW CAN A COMMUNITY BE SUCCESSFUL?

The first question a community should ask is "What is our purpose?" It is the first question a community should ask. It is the first question a community should ask.

It is the first question a community should ask. It is the first question a community should ask. It is the first question a community should ask.

HOW CAN A COMMUNITY BE SUCCESSFUL?

The first question a community should ask is "What is our purpose?" It is the first question a community should ask. It is the first question a community should ask.

WHAT IS THE RELATIONSHIP WITH GOVERNMENT?

Inevitably, one level of Government or another, is discussed and approached on a problem. This can become a complicated experience and comparable to going to a plumber for an electrical problem.

In Hamilton, The Department of Culture and Recreation acts as a contact point for not only Municipal Government but also as a guide to Provincial and Federal issues.

The Department of Culture and Recreation offers staff, facility and funding assistance which is outlined later in this booklet.

WORKING WITH THE DEPARTMENT OF CULTURE AND RECREATION

As a Civic Department, responsible to City Council, the Department of Culture and Recreation relates closely with other Municipal Departments such as Parks, Traffic, Public Works and Local Planning.

Another key working relationship is with the Boards of Education both for grounds and community use of schools. Similarly, the Department of Culture and Recreation has close liaisons with many other Community Agencies such as the Ys, Service Clubs and Family Services.

In the areas of Regional, Provincial and Federal Government, particularly in resources and Grants, the Department of Culture and Recreation can save much time for Community groups by referring directly to the right contact.

Other direct staff assistance can be obtained on:

- Publications, Resources, Facilities.
- Fundraising, Grants.
- Publicity, Promotion, Marketing.
- Volunteers, Leadership Training, Speakers.
- Special Events, Seminars, Projects.
- Constitutions, Terms of Reference.

Although the Department of Culture and Recreation directly operates Recreation Centres, Pools, Arenas, Golf and Ski areas, it is the work of volunteers in Communities which truly makes Hamilton a good place to live, and it is towards the support of Community groups that we are most dedicated.

...the ... of the ... and ...
...the ... of the ... and ...
...the ... of the ... and ...
...the ... of the ... and ...
...the ... of the ... and ...

THE NEW YORK PUBLIC LIBRARY

...the ... of the ... and ...
...the ... of the ... and ...
...the ... of the ... and ...
...the ... of the ... and ...
...the ... of the ... and ...

- 1. The ... of the ... and ...
- 2. The ... of the ... and ...
- 3. The ... of the ... and ...
- 4. The ... of the ... and ...
- 5. The ... of the ... and ...
- 6. The ... of the ... and ...
- 7. The ... of the ... and ...
- 8. The ... of the ... and ...
- 9. The ... of the ... and ...
- 10. The ... of the ... and ...

...the ... of the ... and ...
...the ... of the ... and ...
...the ... of the ... and ...
...the ... of the ... and ...
...the ... of the ... and ...

1. A NEW COMMUNITY COUNCIL

STEP A... Initially, the seed for a Community Council starts with a few individual residents concerned about any one or a combination of the following:

- Community Facilities
- Community Programs
- Community Safety
- Communications

Other topics such as environment, community planning and ecology have been issues in the past.



STEP B... If this "concern" cannot be immediately solved or develops further to uncover other issues, the time has come for broadening the input and it is here that the assistance of the Department of Culture and Recreation staff can help. By discussion and issue testing, the group of citizens and staff can determine if the next step is to form a Steering Committee to develop Guidelines towards developing a Community Council.

STEP C... With Terms of Reference in hand, the Steering Committee can receive facility and financial assistance in presenting the proposals to the Community-at-large. The calling of a Community Meeting must be carefully considered, for wasting citizens time at this step will do great damage, influencing any future undertakings.

If this Meeting does receive endorsement on both the issues and the formation of a Community Council, then two options are open:

1. The Steering Committee continues to act in the capacity of a Community Council Executive to draft constitutional Terms of Reference.
2. The election of an interim executive is held to prepare the above. In either case, it is recommended that council memberships be available with a copy of such council Terms of Reference 30 days prior to the calling of the first General Meeting and Election of Officers.

2. THE "ON-GOING" COMMUNITY COUNCIL

Any Community Council, be it one year old or one hundred, must always keep the reason for existence in the foreground of every undertaking, specifically:

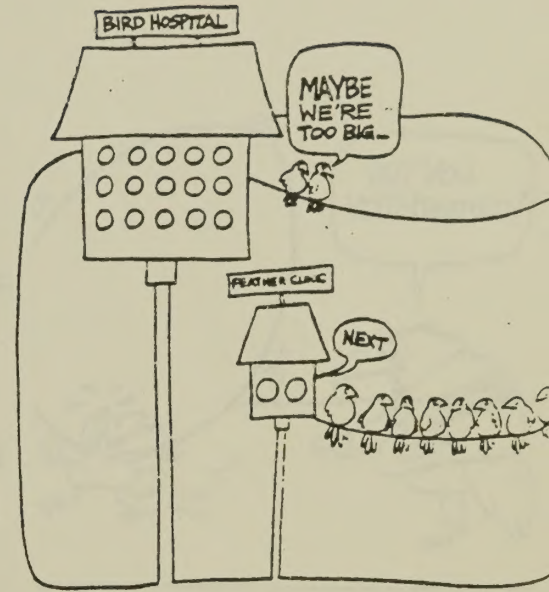
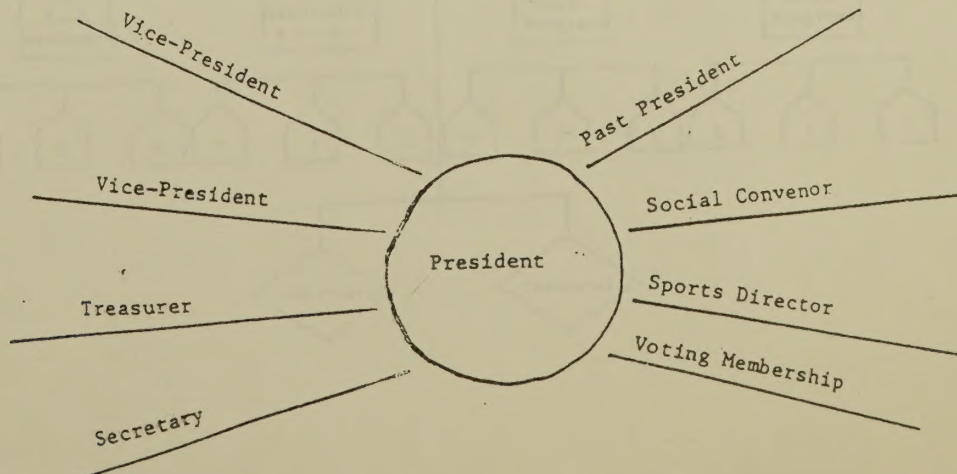
Serving the Community

If we relate to the Provision of Recreational and Social Activities, a failure to serve this purpose may deprive the Community of its full organized use of Parks and Recreational Facilities.

The plight that many Community Councils now find themselves in, is due primarily to an organizational problem. Every community organization and especially those of a volunteer nature need a proper, well defined organizational structure to function effectively. Lack of a documented organizational structure that operates properly can result in several "power" groups springing up within the organization, effectively preventing any positive action on the part of the Organization as a whole. Community Councils exist for the benefit of the "Community", and "power" groups within it have to be discouraged.

This brings us to another purpose of this booklet. The Department of Culture and Recreation hopes it will be received as a positive analysis of Community Councils in general, offering positive suggestions for restructuring for the benefit of all. The Department is indebted to all Community Councils for their contribution to the recreational programs of the City of Hamilton and feel strongly that the information presented here will enable the Councils to be even more effective in their various programs.

Before we outline suggested changes in your organizational structure, we should examine your current structure. Some Community Councils organizational charts would look like this:



THE CONCEPT OF A SYSTEM

and a system is defined as a set of elements which are related to each other in such a way that the behavior of the whole is determined by the behavior of the parts.

DEFINITION OF A SYSTEM

A system is a set of elements which are related to each other in such a way that the behavior of the whole is determined by the behavior of the parts. The elements of a system are called components and the relationships between them are called interactions.

The elements of a system are called components and the relationships between them are called interactions.

It is important to note that a system is not just a collection of parts, but a collection of parts which are related to each other in such a way that the behavior of the whole is determined by the behavior of the parts. The relationships between the parts of a system are called interactions and the interactions between the parts of a system are called interactions.

The study of systems is called systems analysis and the study of the behavior of systems is called systems dynamics. The study of systems is a branch of science which is concerned with the study of the behavior of systems and the study of the interactions between the parts of a system.

Before we begin our study of systems, it is important to note that a system is not just a collection of parts, but a collection of parts which are related to each other in such a way that the behavior of the whole is determined by the behavior of the parts.

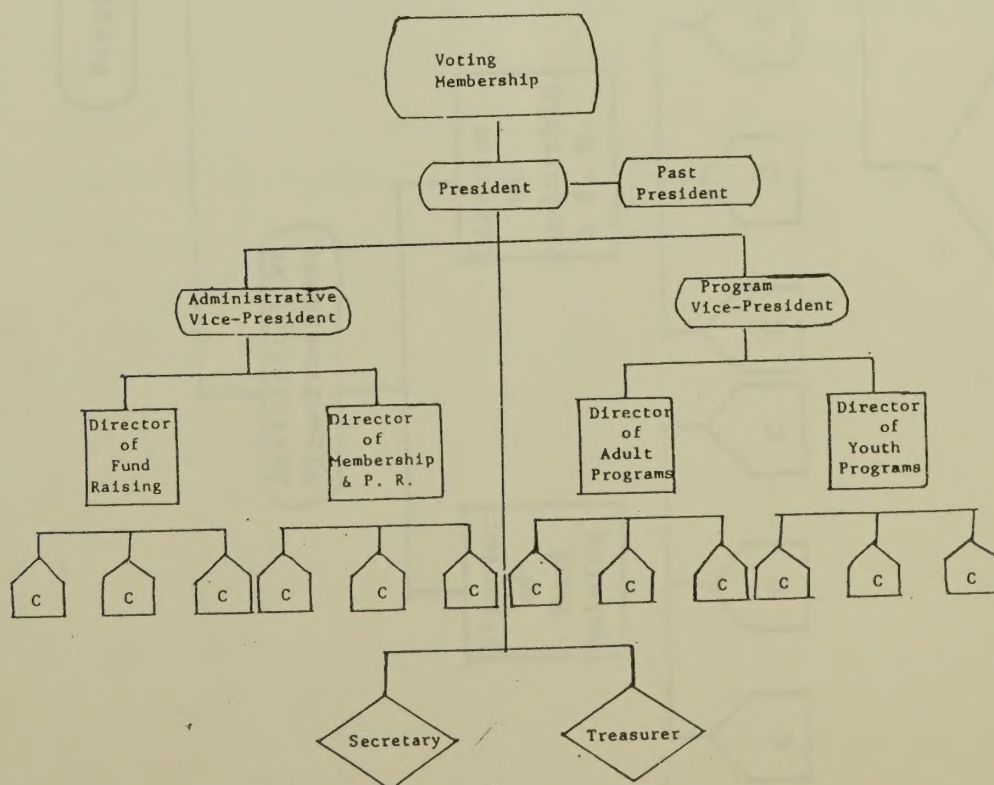


2. THE "ON-GOING" COMMUNITY COUNCIL (cont'd)

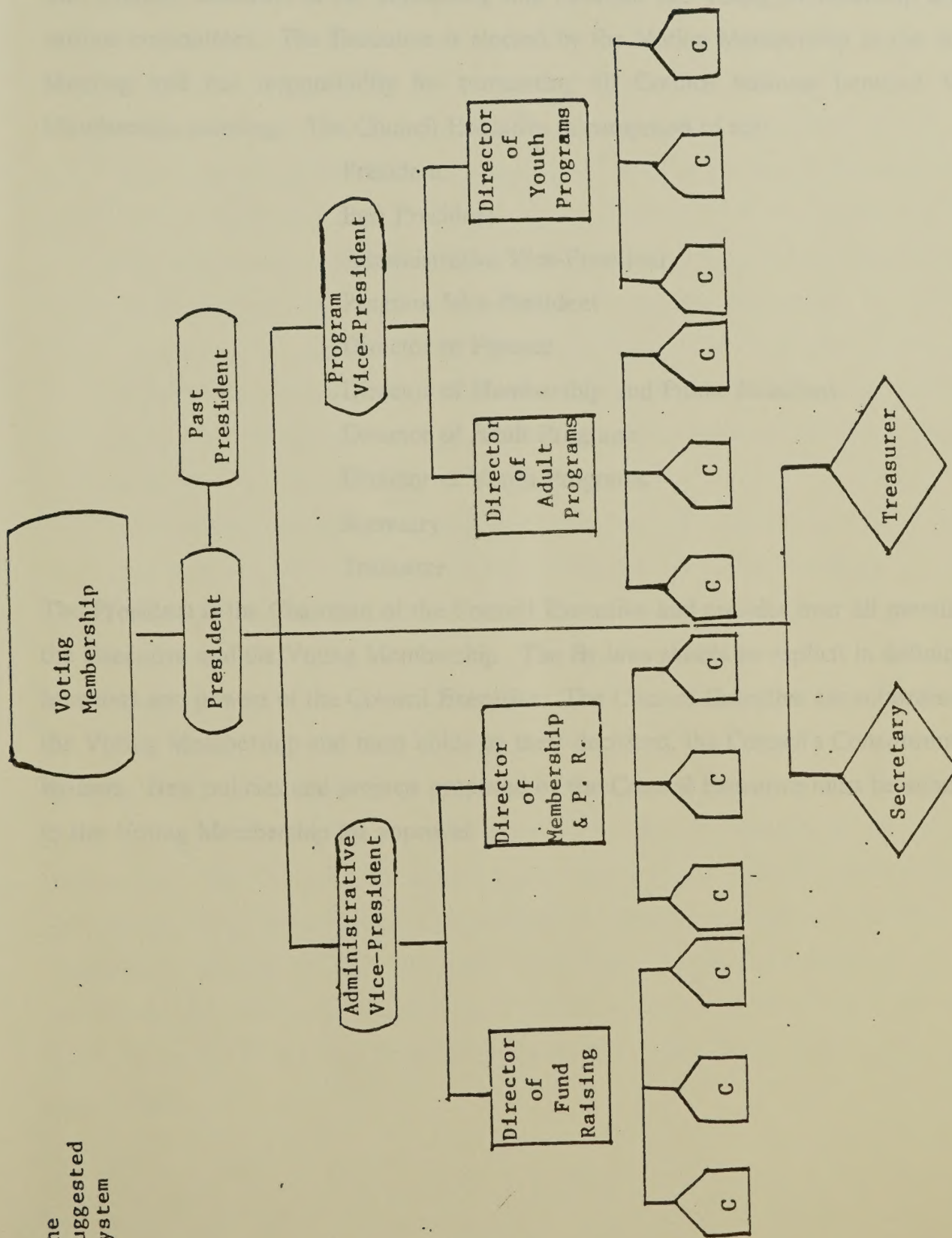
As you can see, all the power and responsibility rests with the President which is not always desirable, or fair to the President. This structure discourages involvement by members of the Community because of the relatively few executive positions available and the absence of defined duties and responsibilities for each position. This structure also restricts the individual executive member's flexibility in planning new programs

because of the almost non-existence of committees. Lack of a strong committee structure deprives the Council of the expertise and enthusiasm of many members of their "Community".

Compare this with the suggested Community Council Organizational Structure outlined below. It offers opportunity for involvement by more people in a very organized manner. The entire structure is accountable to the recognized order of authority and discourages individual "power" groups forming and interfering with the mandate of the Council.



one
suggested
system



COUNCIL EXECUTIVE

The Council Executive is the connecting link between the Voting Membership and the various committees. The Executive is elected by the Voting Membership at the Annual Meeting and has responsibility for transacting all Council business between Voting Membership meetings. The Council Executive is composed of the:

President

Past President

Administrative Vice-President

Program Vice-President

Director of Finance

Director of Membership and Public Relations

Director of Adult Programs

Director of Youth Programs

Secretary

Treasurer

The President is the Chairman of the Council Executive and presides over all meetings of the Executive and the Voting Membership. The By-laws should be explicit in defining the functions and powers of the Council Executive. The Council Executive are subordinate to the Voting Membership and must abide by their decisions, the Council's Constitution and By-laws. New policies and projects proposed by the Council Executive must be submitted to the Voting Membership for approval.

MEMORANDUM

The Council has been in the process of reviewing the Young Men's Association and its various activities. The Council is pleased to report that the Young Men's Association is in a very satisfactory position and is making good progress in its various activities. The Council has decided to continue its support of the Young Men's Association and to provide it with the necessary funds to carry out its work.

Very truly yours,

Wm. L. Johnson

President of the Young Men's Association

Young Men's Association

Young Men's Association

Young Men's Association and Young Men's Association

Young Men's Association

Young Men's Association

Young Men's Association

Young Men's Association

The President of the Council has been in the process of reviewing the Young Men's Association and its various activities. The Council is pleased to report that the Young Men's Association is in a very satisfactory position and is making good progress in its various activities. The Council has decided to continue its support of the Young Men's Association and to provide it with the necessary funds to carry out its work.

PRESIDENT

The quality of the leadership determines how successful the Community Council will be. The leadership shown by the President in the administration of the Council will pay off in efficiency, financial integrity and productive Council meetings. The following should be considered part of the responsibilities of the Community Council President.

1. To have a thorough working knowledge of the Community Council's Constitution, By-laws and Standing Rules. The President should have a working knowledge of Parliamentary law and procedure. As the presiding officer of all Council meetings, the President is the advisor on all matters of procedure and policy.
2. To prepare in advance for all Council meetings. The leadership shown by the President in meeting preparation will set an example for other executive members to follow. Productive meetings can only be accomplished if sufficient preparation goes into them by the Executive.
3. To maintain regular contact with the Council Executive members. This is essential and can only be accomplished through regular Executive meetings, to prepare recommendations on policy and programs for consideration by the voting membership.
4. To prepare meeting agendas in consultation with the Council Secretary to ensure that all business that should be considered by the Council is properly dealt with.

The president is also Chairman of the Council Executive which should meet once/twice a month and conduct all business, except that which must be presented to the full voting membership. The Council Executive is responsible to the full voting membership and has the primary role of maintaining a high standard of organized recreational activities for the "Community" through the co-ordination of the efforts of all the Committees.

As Chairman, the President shall abstain from voting except when the casting of his vote will affect the result. In this case he shall either abstain or vote. When there is a tie vote, the motion fails.

PAST PRESIDENT

A Past President is quite often a forgotten and ignored individual and this is a great loss to many Community Councils. Your Past President is a person who has a wealth of experience who should act as an adviser to the Council Executive especially the President in all areas of business. He should also be Chairman of a Committee that deals with inquiries your Council receives that are not solely of a social or recreational nature, or that reflect a different direction or project.

THESE ISSUES COULD BE:

1. The need for a stop sign, crossing guard or traffic signal at a dangerous intersection.
2. Street and sidewalk conditions.
3. Vandalism.

Your Past President can provide the motivation and experience necessary to focus in on these issues and enable them to be fully researched and the appropriate action taken by the body responsible for the particular issue.

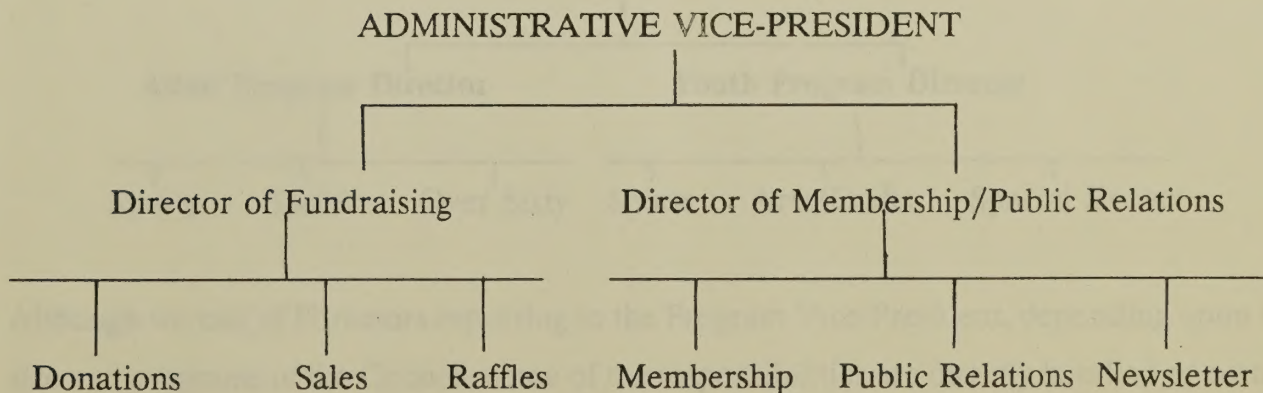
ADMINISTRATIVE VICE-PRESIDENT

The Administrative Vice-President is responsible for the areas of Finance, Membership and Public Relations and a preferred delegation of the co-ordination of the efforts of the Director of Fundraising and the Director of Membership and Public Relations.

The Administrative Vice-President should ensure that every effort is made to retain current Council members as well as build the membership to ensure the Council has sufficient interested people to serve on the various program committees.

The Administrative Vice-President should ensure that fundraising projects are undertaken to provide the money necessary to finance the desired programs of the Community Council. The Administrative Vice-President should ensure that every effort is made to keep the membership aware of all programs and Council events through a monthly newsletter. As well, the media should be advised of all Council activities to help ensure full community involvement.

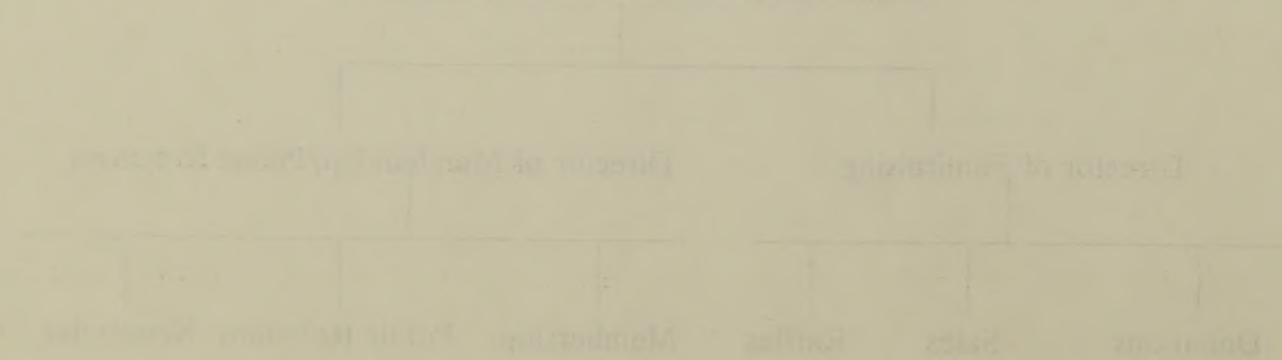
The position of Administrative Vice-President is vital in that the Community Council cannot fulfill its mandate without the work of the Administrative part of the Council.



ADMINISTRATIVE VICE-PRESIDENT

The Administrative Vice-President is responsible for the day-to-day management of the organization and the execution of the policies and programs of the Board of Directors. He or she is the primary liaison between the Board and the organization, and is responsible for the overall financial health of the organization. The Administrative Vice-President also oversees the operations of the organization, including the management of the staff, the development of the organization's budget, and the implementation of the organization's strategic plan. The Administrative Vice-President is also responsible for the organization's legal and regulatory compliance, and for the organization's risk management. The Administrative Vice-President is a key member of the organization's senior management team, and is responsible for the organization's overall performance and success.

ADMINISTRATIVE VICE-PRESIDENT



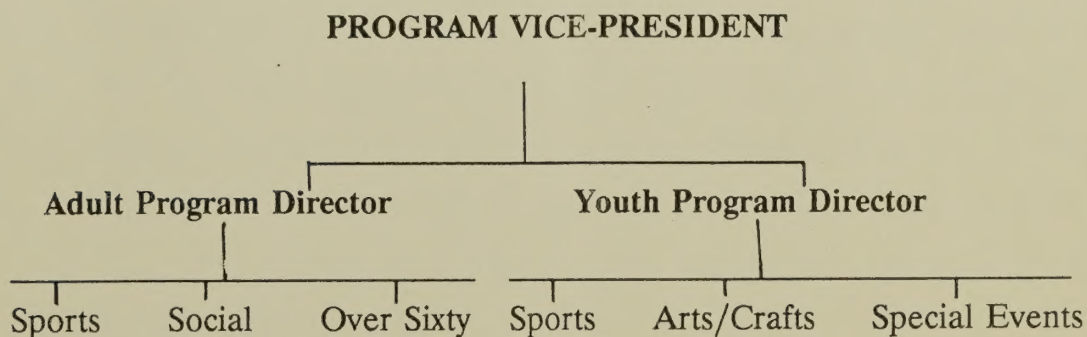
PROGRAM VICE-PRESIDENT

The Program Vice-President is responsible for the areas of Adult and Youth Programs and the co-ordination of the efforts of the Director of Adult Programs and the Director of Youth Programs.

The Program Vice-President should ensure that a full range of recreational and social activities is available to all members of the "Community" served by the Community Council. The Program Vice-President should ensure that written copies of the rules for each recreational activity run by the Council are available and kept up to date. A timetable should be prepared at the beginning of each season for each activity and made available to the Public Relations Committee and all participants.

The Program Vice-President should ensure that the Director of Fundraising is made aware of the financial requirements of the various activities to ensure sufficient operating funds are raised, but should feel strongly towards aiding in such undertakings.

The position of Program Vice-President is vital in that the Community Council exists only to organize and supervise recreational and social activities for the "Community".



Although we talk of Directors reporting to the Program Vice-President, depending upon the size and programs of the Council, some of the responsibilities are directly handled or certain areas grouped together. Ideally, they could be individually undertaken and this involves more organizers for more sharing of responsibilities. Individually, however, we will require good co-ordination from the Program Vice-President.

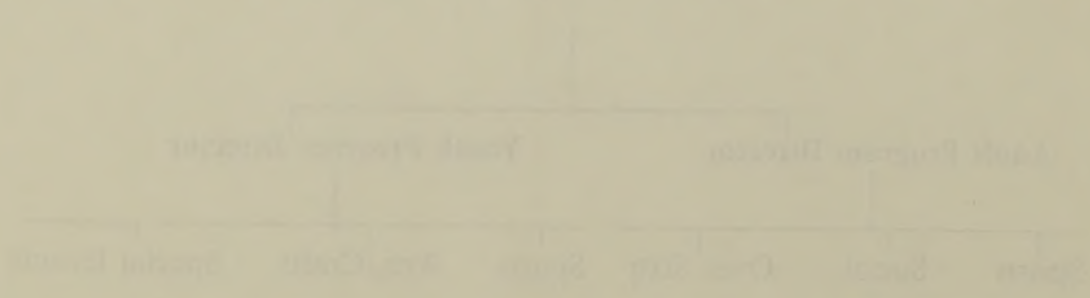
PROGRAM VESTIBULAR

The Program Vestibular is organized in the form of units and their Program and the evaluation of the results of the Program. When it comes to the Program of the Program.

The Program Vestibular should have a minimum of 100 hours of theoretical and practical activities in order to achieve the objectives of the Program. The Program Vestibular should have a minimum of 100 hours of theoretical and practical activities in order to achieve the objectives of the Program. The Program Vestibular should have a minimum of 100 hours of theoretical and practical activities in order to achieve the objectives of the Program.

The Program Vestibular should have a minimum of 100 hours of theoretical and practical activities in order to achieve the objectives of the Program. The Program Vestibular should have a minimum of 100 hours of theoretical and practical activities in order to achieve the objectives of the Program. The Program Vestibular should have a minimum of 100 hours of theoretical and practical activities in order to achieve the objectives of the Program.

PROGRAM VESTIBULAR



The Program Vestibular is organized in the form of units and their Program and the evaluation of the results of the Program. When it comes to the Program of the Program. The Program Vestibular should have a minimum of 100 hours of theoretical and practical activities in order to achieve the objectives of the Program. The Program Vestibular should have a minimum of 100 hours of theoretical and practical activities in order to achieve the objectives of the Program.

TREASURER

The Treasurer of the Community Council is responsible for:

- The preparation of an Annual Budget in consultation with the Director of Fundraising.
- The compilation of all necessary financial records.
- The preparation of a written Financial Statement monthly for the information of the Executive and Voting Membership.
- The submission of all Council accounts for audit at the end of each fiscal year.
- The receipt and banking of all funds raised by the Council.
- The payment of all authorized accounts incurred by the Council.

The Treasurer should also work with the various Committee Treasurers to ensure acceptable bookkeeping methods are used and regular financial reports are submitted by the Committees to the Council Executive.

Abstract

The purpose of this study is to investigate the

relationship between the variables of interest.

The study is

The study is a descriptive study.

The study is a descriptive study.

The study is a descriptive study.

The study is a descriptive study.

The study is

The study is a descriptive study.

The study is a descriptive study.

The study is a descriptive study.

The study is a descriptive study.

The study is a descriptive study.

The study is a descriptive study.

SECRETARY

The Secretary of the Community Council is responsible:

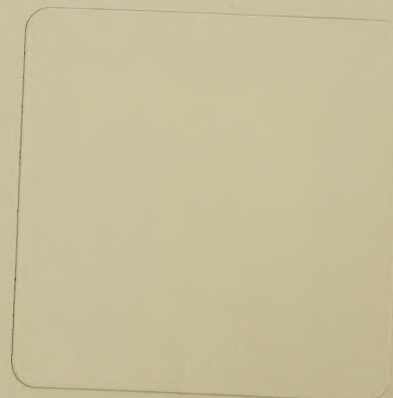
- To read and record the minutes of Executive and Council meetings.
- To receive and answer all correspondence received by the Community Council.
- To assist the President with the preparation of Agendas for all Executive and Council meetings.
- To prepare and send correspondence as directed by the Council Executive and Voting Membership.

- NOTE

The minutes of an organization are the official record of all business transacted, activities undertaken, plans projected, etc. The minutes should contain what is done, not what is said and should be written in the third person. The minutes should be signed by the Secretary and formally adopted at the next meeting.

- SPECIAL NOTE

The Department of Culture and Recreation should be kept informed by either the Secretary or directly from the President on any Policy discussions, plans, events or proposals on an ongoing basis. This should also be the case in the Year End Reports and the application for grants. Following an Annual Meeting, a report on any future goals, objectives or undertakings should be submitted.



COMMITTEES

Each Committee should elect its own Chairman, Vice-Chairman, Secretary and Treasurer. It is a Committee's responsibility to research and evaluate potential programs and activities for recommendation to the Council Executive and Voting Membership.

The membership of each Committee should be limited to a workable number - nine maximum.

Once a program or activity has been endorsed by the Executive and/or Membership, the Committee which submitted the recommendation should oversee the program or activity to completion.

WE'VE GOT THE PLACE

APPENDIX 1

FACILITY	IS THERE A CHARGE	AVAILABLE TO	APPLICATION DEADLINES
Schools Gyms No Meeting Rooms Available Other than Culture & Recreation Department	Yes	Any Non-Profit Group of 15 or More Community Cultural Group	No Rentals After (April-August) - 21 Days Notice Requested
Baseball Diamonds Soccer Pitches Football Fields	No	Any Non-Profit Community Business Cultural Group **Leagues Only** ** <u>Teams in May</u> **	Last Week of February - First Week in March
Major Sports Facility	Yes	Open	Commence January 2nd
Arenas Rinks	Yes	Open	Winter Ice - Last Week of July First Week of August Summer Ice - Last Week of February, First Week of March
Picnic Sites	No	Any Group of 20 or More	14 Days Notice Requested
Pools	Yes	Any Group of 20 or More	21 Days Notice Requested
Community Centre Halls, Rooms	Yes	Community and Cultural Groups	21 Days Notice Requested
Robinson Band Shell Gage Park	Yes	Community and Cultural Groups	14 Days Notice Requested Special Event Application Commencing January
Dundurn Park Pavilion	Yes	Community and Cultural Groups	14 Day Notice Requested Special Event Application Commencing January

Facility	Is Service a Core Service	Available to the Public	Any Other Comments
Admission	Yes	Yes	Admission is a core service and is available to the public.
Food Service	Yes	Yes	Food service is a core service and is available to the public.
Medical Services	Yes	Yes	Medical services are a core service and are available to the public.
Pharmacy	Yes	Yes	Pharmacy services are a core service and are available to the public.
Physical Therapy	Yes	Yes	Physical therapy services are a core service and are available to the public.
Recreation	Yes	Yes	Recreation services are a core service and are available to the public.
Security	Yes	Yes	Security services are a core service and are available to the public.
Transportation	Yes	Yes	Transportation services are a core service and are available to the public.
Waste Management	Yes	Yes	Waste management services are a core service and are available to the public.
Water Supply	Yes	Yes	Water supply services are a core service and are available to the public.
Electricity	Yes	Yes	Electricity services are a core service and are available to the public.
Gas	Yes	Yes	Gas services are a core service and are available to the public.
Heating	Yes	Yes	Heating services are a core service and are available to the public.
Cooling	Yes	Yes	Cooling services are a core service and are available to the public.
Lighting	Yes	Yes	Lighting services are a core service and are available to the public.
Sound	Yes	Yes	Sound services are a core service and are available to the public.
Visual Display	Yes	Yes	Visual display services are a core service and are available to the public.
Other	Yes	Yes	Other services are a core service and are available to the public.

THE COMMUNITY COUNCIL'S TERMS OF PERFORMANCE/CONSITUTION

WHY A CONSTITUTION?

To allow members to know why you exist and need their support to guide the officers in their dealings/meetings etc. To keep levels of government informed on your Policies.

SUPPORTIVE REASONS

An Organization which takes time to write down the guidelines under which they operate can expect a higher degree of support from individuals, local business and government.

By filing such a document (and updating any changes), the Department of Culture and Recreation is in a position to aid any and all programs in such ways as services and supportive recognition.

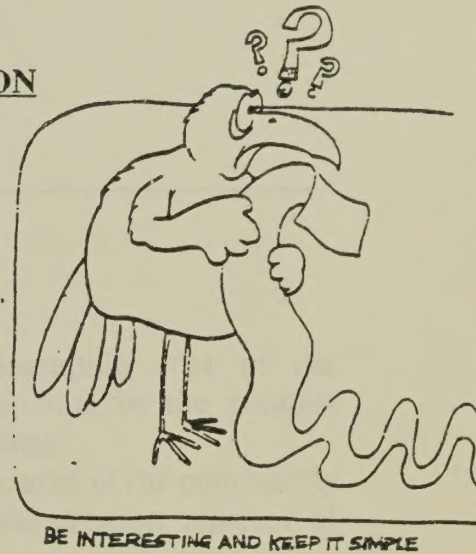
WHAT IS A CONSTITUTION?

Any writing which defines the guidelines or terms under which a group will operate, is on its way to being a constitution. It should INCLUDE:

- ARTICLE I - The Group Name
- ARTICLE II - The Aims and Objectives
- ARTICLE III - The Membership Criteria
- ARTICLE IV - The Officers (Term, Duties, Committees, Eligibility)
- ARTICLE V - The Meetings (Procedures, Dates)
- ARTICLE VI - Voting Rights (Quarams, Eligibility)

By-laws would cover the duties of the Officers, amending procedures, funding procedures, reporting and evaluating, etc.

A copy of a proposed Constitution follows:



THE CONSTITUTION

THE CONSTITUTION

ARTICLE I

The legislative power herein vests in the Congress, which shall consist of a Senate and House of Representatives. The Senate shall be composed of two Senators from each State, elected by the people for a term of six years, one-third of the whole number shall be chosen in each year, and when vacancies happen in the Senate, the Governors of the States shall fill the vacancies.

ARTICLE II

The executive power herein vests in the President of the United States. He shall hold his office for a term of four years, and shall be eligible for re-election once only. He shall, in addition to the powers and duties vested in him by this Constitution, have the honor and respect of a President of the United States.

The President shall have the power to grant reprieves and pardons for offenses against the United States, except in cases of impeachment. He shall have the power to nominate and to appoint, and to receive and to reject, the ambassadors, consuls and vice consuls of the United States.

ARTICLE III

The judicial power herein vests in the Supreme Court and in the inferior courts which may be established by Congress. The Supreme Court shall be composed of a Chief Justice and of such number of Justices as may be determined by Congress, but not more than nine.

ARTICLE IV

THE STATES AND TERRITORIES

ARTICLE V

ARTICLE VI

ARTICLE VII

ARTICLE VIII

The Congress shall have the power to lay and collect taxes on incomes, from whatever source derived, but not exceeding three percentum of the total income of the individual.

A copy of a proposed Constitution follows.

The proposed Constitution follows.

The proposed Constitution follows.

The proposed Constitution follows.

The proposed Constitution follows.

The proposed Constitution follows.

The proposed Constitution follows.

The proposed Constitution follows.

The proposed Constitution follows.

CONSTITUTION

Page 1 of 4

The Organization shall be known as the _____.

AIMS & OBJECTIVES:

1. To promote recreational activities within the geographic area of the community with the objective of encouraging participation by the greatest number of residents of the area and in all age groupings.
2. To promote community activities within the geographic area of the community with the objective of encouraging participation by the greatest number of residents of the area and in all age groupings.
3. To co-operate with existing groups interested in recreation in the area so that a well co-ordinated program of activities will result.
4. The Council shall be Non-Denominational.
5. The Council shall be Non-Partisan, Non-Political.

OFFICERS:

1. Officers shall consist of a President, Vice-President, Secretary, Treasurer, Fundraising Co-Chairperson.
2. The President may be re-elected but may not serve more than three consecutive terms.
3. Only one member of a family may hold office at the same time on the Executive. (This does not include a Chairman on any Committee).
4. New members are always welcome.

MEETINGS:

1. The _____ shall hold an Annual meeting of all members. Elections are to take place at this meeting, and reports of Officers and Committee Chairmen shall be made. All members shall be notified in writing at least seven days prior to this meeting.
2. Any person shall be allowed to speak only once to any motion brought up at a meeting, except the "mover" who shall also close the debate. A time limit of fifteen minutes (maximum) can be enforced at the discretion of the Chairman of the meeting. Any motion which has been voted on cannot be brought up again.
3. The official year for the Community Council will be September 1st to August 31st. The first meeting of the year should be in September.
4. The executive shall meet monthly on the first Tuesday except during July and August.

The following is a list of the members of the committee.

MEMBERS

1. The Chairman of the Committee shall be the member of the committee who is elected by the committee at its first meeting.
2. The Chairman shall be elected for a term of one year.
3. The Chairman shall be eligible for re-election.
4. The Chairman shall be the member of the committee who is elected by the committee at its first meeting.
5. The Chairman shall be elected for a term of one year.
6. The Chairman shall be eligible for re-election.

FUNCTIONS

1. The committee shall be responsible for the following functions:
2. The committee shall be responsible for the following functions:
3. The committee shall be responsible for the following functions:
4. The committee shall be responsible for the following functions:
5. The committee shall be responsible for the following functions:
6. The committee shall be responsible for the following functions:

MEMBERSHIP

1. The committee shall be composed of the following members:
2. The committee shall be composed of the following members:
3. The committee shall be composed of the following members:
4. The committee shall be composed of the following members:
5. The committee shall be composed of the following members:
6. The committee shall be composed of the following members:

CONSTITUTION

Page 2 of 4

ORGANIZATION COMMITTEES:

The executive shall require all committees to make regular reports on the progress of the activities conducted by them on the responsibilities assigned to it, and shall require a proper accounting of all funds allocated to such committees.

Within the confines of its purpose a committee may organize its own activities in the name of the council.

Committees are authorized to contact the Recreation Department and related organizations for assistance and direction.

Programs or projects of the Executive may not infringe on the areas under the control of any other committee without the consent of the President.

FINANCES:

Committees are not permitted to commit the Council to any expenditure without the prior approval of the Executive.

Fundraising will be conducted by the Council with the assistance of the Committee members.

All funds collected by a Committee must be turned over to the Council Treasurer.

All expenses incurred by Committees must be paid by the Council.

DUTIES OF OFFICERS:

PRESIDENT

The president shall preside at all meetings of the Council. The president shall see that the Constitution is adhered to and that the Executive takes the required action to fill all offices and appoint all committees.

VICE-PRESIDENT

The vice-president shall perform the duties of the President, on request or in the case of the absence of that officer. The Vice-President shall perform such other duties as designated by the President. The Vice-President shall also be responsible for the notification of executive meetings.

ANNEXURE

The annexure shall contain all information relating to the progress of the work carried out by the Committee in the field of the subject matter of the Convention, and shall be submitted to the Committee at its first meeting after the entry into force of the Convention.

Within the framework of its work, the Committee shall also be responsible for the collection and dissemination of information on the Convention.

The Committee shall also be responsible for the collection and dissemination of information on the Convention.

The Committee shall also be responsible for the collection and dissemination of information on the Convention.

ANNEXURE

The annexure shall contain all information relating to the progress of the work carried out by the Committee in the field of the subject matter of the Convention, and shall be submitted to the Committee at its first meeting after the entry into force of the Convention.

Within the framework of its work, the Committee shall also be responsible for the collection and dissemination of information on the Convention.

The Committee shall also be responsible for the collection and dissemination of information on the Convention.

The Committee shall also be responsible for the collection and dissemination of information on the Convention.

ANNEXURE

ANNEXURE

The annexure shall contain all information relating to the progress of the work carried out by the Committee in the field of the subject matter of the Convention, and shall be submitted to the Committee at its first meeting after the entry into force of the Convention.

ANNEXURE

The annexure shall contain all information relating to the progress of the work carried out by the Committee in the field of the subject matter of the Convention, and shall be submitted to the Committee at its first meeting after the entry into force of the Convention.

CONSTITUTION

Page 3 of 4

SECRETARY

The secretary shall keep a complete record of all business transacted by the Council.

Attend to and receive all communications on behalf of the council with the exception of financial matters dealt with by the Treasurer.

Perform such duties as may be required by the Executive.

When relinquishing office all books, files, records, etc. shall be turned over to the successor.

TREASURER

The treasurer shall receive all monies for the council and shall issue receipts for same.

Deposit all monies in an authorized bank and in the name of the council.

Keep a correct account of all receipts and expenditures.

Send out and deal with correspondence pertaining to finance.

Shall be furnished with a complete list of all Executive members.

When relinquishing office all books, records, files, funds etc. shall be turned over to the successor.

AMENDMENTS:

Notice of any amendments to the Constitution must be in writing and given to the Executive one month prior to the annual meeting, and be passed by two-thirds vote of those present at the meeting. The notice calling the annual meeting shall refer to any proposed amendments.

BY-LAWS:

FINANCES

The council may accept donations for the use of the organization, providing said donations do not interfere with the aims and objectives of the council.

ARTICLE 1

The purpose of this Agreement is to provide for the orderly and efficient management of the affairs of the Corporation and to provide for the protection of the interests of the Corporation and its shareholders.

It is the intent of the Corporation that this Agreement be binding upon all persons who are or may be associated with the Corporation.

Where the Corporation is a party to any contract or agreement, it shall be deemed to be a party to the same.

ARTICLE 2

The Corporation shall have the right to acquire all or any part of the assets of any person or entity who is or may be associated with the Corporation.

It is the intent of the Corporation that this Agreement be binding upon all persons who are or may be associated with the Corporation.

It is the intent of the Corporation that this Agreement be binding upon all persons who are or may be associated with the Corporation.

It is the intent of the Corporation that this Agreement be binding upon all persons who are or may be associated with the Corporation.

It is the intent of the Corporation that this Agreement be binding upon all persons who are or may be associated with the Corporation.

It is the intent of the Corporation that this Agreement be binding upon all persons who are or may be associated with the Corporation.

ARTICLE 3

It is the intent of the Corporation that this Agreement be binding upon all persons who are or may be associated with the Corporation.

ARTICLE 4

ARTICLE 5

The Corporation shall have the right to acquire all or any part of the assets of any person or entity who is or may be associated with the Corporation.

CONSTITUTION

Page 4 of 4

EXECUTIVE

The executive shall have the power to deal with any necessary business that may arise between meetings of the council.

ELECTED REPRESENTATIVES

Elected representatives to the City Council, the Board of Education, the Ontario Legislature, the Federal Parliament, or employees of the Hamilton Recreation Department may not hold office or be elected to the executive of a Community Council.

A G E N D A

1. Call to Order -

"This meeting is called to order".

2. Reading of Minutes -

"The Secretary will please read the minutes of the last meeting".

3. Errors and omissions in Minutes -

"Are there any errors or omissions in the Minutes? If none, I declare the minutes adopted as read". (or corrected)

4. Correspondence

5. Committee Reports -

- Executive Reports - "Are there any Executive Reports"?
- Standing Committees - "Are there any Standing Committee Reports"?
- Special Committees - "Are there any Special Committee Reports"?

6. Unfinished Business -

"Mr. Secretary, is there any unfinished business"?

7. Business arising from the Minutes -

"Is there any business arising from the Minutes"?

8. New Business

9. Adjournment

PARLIAMENTARY PROCEDURE IN ACTION

APPENDIX 4

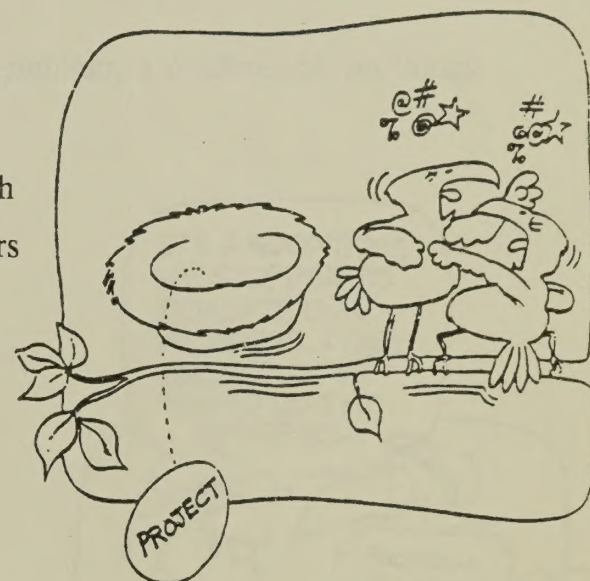
MOTION	MAY APPLY TO THESE MOTIONS	MAY INTERRUPT A MEMBER ON THE FLOOR	MOVER MUST BE RECOGNIZED	REQUIRES A SECOND	DEBATABLE	VOTE NEEDED
Fix time of Next Meeting	None	No	Yes	Yes	Not when privileged	Majority
To Adjourn (Recess)	None	No	Yes	Yes	Not when privileged	Majority
Question of Privilege	None	Yes, if necessary	No	No	No, but a resulting motion is	Decided by Chair
Call for Orders of the Day	Any special or general order	Yes, to call for a special order	No	No	No	None, it takes 2/3 vote to postpone special order
Rise to Point of Order	Any motion or act	Yes	No	No	No	None, unless appealed, then Majority
Appeal	Any decision by the Chair	Yes	No	Yes	Usually No	Majority
Suspend the Rules	Any motion where needed	No	Yes	Yes	No	Usually 2/3
Withdraw (or Renew) a Motion	Any motion	No	Yes	No	No	Majority
Objection to Consideration	Main question, and questions of privilege	Yes	No	No	No	2/3 in negative
Lay on the Table	Main question, appeals, questions of privilege, reconsideration	No	Yes	Yes	No	Majority
Take from Table	Only to motion that was "tabled"	No	Yes	Yes	No	Majority
Close or Limit Debate	Any debatable motion	No	Yes	Yes	No	2/3 Majority
Postpone to Certain Day	Main motion, questions of privilege, reconsider	No	Yes	Yes	Yes	Majority
Refer	Main motion, questions of privilege	No	Yes	Yes	Yes	Majority
Amend	Main motion, limit debate, refer, postpone definitely, fix time of next meeting	No	Yes	Yes	Yes	Majority
Postpone Indefinitely	Main motion, question of privilege	No	Yes	Yes	Yes	Majority
Main Question (or Motion)	No other motion	No	Yes	Yes	Yes	Majority
Reconsider	Any motion except adjourn, suspend rules, lay on table	Yes for entry	No	Yes	Yes	Majority
Rescind (or Repeal)	Main motion, appeals, questions of privilege	No	Yes	Yes	Yes	Majority

People readily relate to a fundraising campaign, and if the reason(s) is clear for its need, both workers and donors become accessible.

The Department of Culture and Recreation can help with the operating costs of a Community Council and members expect dues to support such ongoing work.

Then, the Officers are charged with developing funding sources for programs and projects which require more funds than immediately accessible from:

- Memberships
- Program Fees
- Grants



Petty politics

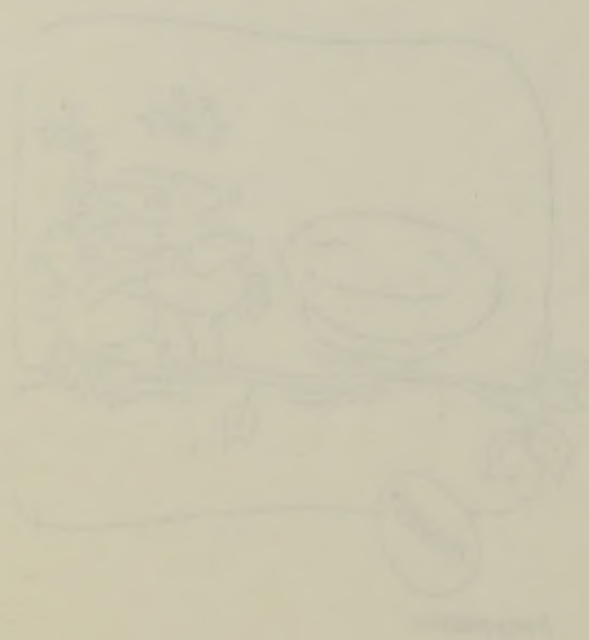
Often, the first avenue is Wintario. This is available from lottery funds and applications can be obtained from Provincial Field Officers of the Ministry of Culture and Recreation. It should be noted, these are one-time Grants and require advance notice and lead time. Documentation is necessary.

Other funding ventures cannot only raise money, but inform the public about your Group. Its PROGRAMS-

- | | | |
|------------|--------------|---------------------|
| ..Auctions | ..Yard Sales | ..Draws and Raffles |
| ..-Athons | ..Card Nite | ..Pledges |

It is not always dollars that you are really in search of -- donations of prizes, donations of skills, donation of materials, donation of equipment, will offset the cost of a venture and if incorporated in your budget work sheets, can reduce the dollar needs.

The bottom line in any funding program is accountability and responsibility in allocating the funds.



The results of the study are shown in the following table. The data were collected from a sample of 100 subjects.

The following table shows the results of the study.

The following table shows the results of the study. The data were collected from a sample of 100 subjects.

The following table shows the results of the study.

The following table shows the results of the study.

The following table shows the results of the study.

The following table shows the results of the study.

The following table shows the results of the study.

The following table shows the results of the study.

The following table shows the results of the study.

The following table shows the results of the study. The data were collected from a sample of 100 subjects.

The following table shows the results of the study.

The following table shows the results of the study.

The following table shows the results of the study.

The following table shows the results of the study.

The following table shows the results of the study.

The following table shows the results of the study.

The following table shows the results of the study.

The following table shows the results of the study.

The following table shows the results of the study.

The following table shows the results of the study.

The following table shows the results of the study. The data were collected from a sample of 100 subjects.

The following table shows the results of the study.

The following table shows the results of the study.

The following table shows the results of the study.

The following table shows the results of the study.

COMMUNITY MEETING - COMMUNITY CONFERENCES

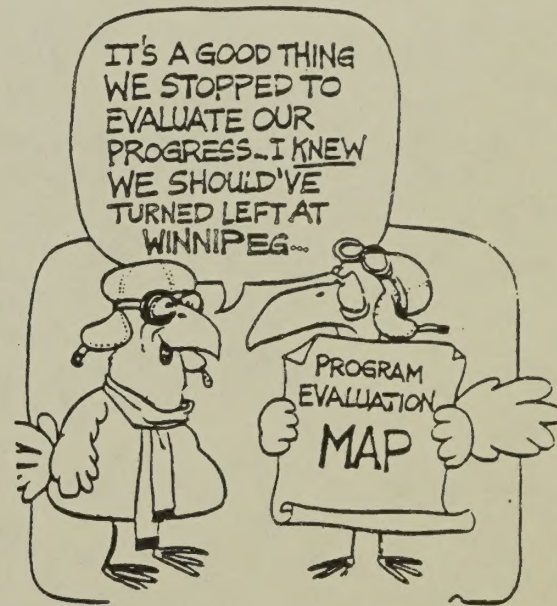
No matter how complicated the business of a meeting, a seminar, a conference, on things must be kept clear -- **THE PURPOSE.**

ATTENDANCE will be dependent upon:

1. Publicity
2. Clarity of Purpose
3. Significance to the Community
4. Previous Meetings and their Productivity

THE OUTCOME will be determined by:

- The information provided to those attending:
 - Relevant
 - Accurate
 - Objective
 - Interesting
- The opportunity for the Attendees to participate:
 - Ideas
 - Opinions
- The resolve of those attending:
 - Policy Making
 - Program Plan
 - Results (written)



Future support for any event will be dependent upon the credibility of the Council and its Officers' track record. The ongoing evaluation of a Council's effectiveness should not be avoided but used in a positive and constructive manner.

HAMILTON PUBLIC LIBRARY



3 2022 21335953 8



0 65800 06208 5

History
12580